

Goods Receipt Acknowledgment

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

This letter is to acknowledge the receipt of goods that were delivered to us on [Insert Delivery Date]. We have received the following items:

Item Description	Quantity	Item Code
[Description of Item 1]	[Quantity]	[Item Code]
[Description of Item 2]	[Quantity]	[Item Code]

We confirm that the above-listed items have been received in good condition and meet our order specifications.

Thank you for your prompt delivery.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]